



# Clean Your Files Days

## Office Clean-up Instructions

Read the guidelines below BEFORE you begin Clean-Out planning to help you to organize a speedy and successful office clean up which allows for proper handling of items from your office for reuse, recycling or the trash.

(Note: If your office is not located in the IGC Complex, you will need to coordinate with your Agency Greening Coordinator, custodial staff or landlord to work through logistics similar to the ones listed below.)

1. **Schedule your Clean-Out at least 2 weeks before your Clean-Out date.** If you are located at the Indiana Government Center, contact Facilities Management at 232-3156 to schedule your clean-out date and reserve the Office Paper Recycling and Trash carts you will need. Bins for recycling of Newspaper/Magazines/Chipboard can be relocated on your clean-out day from other areas of your office (see #4 below)
2. **Begin promotion of the Clean-out to your Staff about 2 weeks before your Clean-Out date.** Scheduling clean-outs on a Friday often work well. If it is an agency-wide clean-out, be sure all executive staff and managers know the clean-out is coming and ask them to be sure to discuss with all staff to maximize participation. Send reminder emails and post reminder signs the week prior to the Clean-Out Date. Clean-Out Days can be as fun as you want to make it and can be a great team-building exercise. Some ideas include:
  - Ask your agency head to declare a “casual day”
  - Have a contests to see who can find the “oldest” item for recycling
  - Take “before & after” photos throughout the Clean-Out day to share your work “in-progress” as well as the results. Present a “Most Improved Area” award
  - Have a contest to see who can reduce the most megabytes of electronic documents
3. **One – Two Weeks before your Clean-Out Date:**
  - **Proper Records Retention for Electronic and Paper Documents:** Be sure to check and coordinate with your agency’s Records Coordinator about retention requirements for all of your paper and electronic documents before cleaning out and recycling them. Be sure to have sufficient record retention boxes available for paper documents. The Indiana Commission on Public Records’ Website, at [http://www.in.gov/icpr/records\\_management/](http://www.in.gov/icpr/records_management/) has additional information.
  - In addition to cleaning out paper files, be sure to **take a look at the Electronic Files** on your computer, too. If you need help archiving or managing your electronic files, contact your agency’s Information Technology staff for assistance.
  - **Clean-out days can also include vacuuming, dusting, and other more in-depth cleaning.** Facilities Management can provide cleaner and rags, but again, reserve these in advance and pick them up a few days before your event.
  - Check your **Green Reuse Room** (and clean it up if needed) to be sure there will be room for additional materials that will be generated during the clean-out. If your office doesn’t already have a Green Room, go to the “Greening Details” tab at [www.IN.gov/greening](http://www.IN.gov/greening), for complete instructions.
4. **On the day of your scheduled clean-up:**
  - **Arrive Early and Set up your Headquarters:** A designated area for cleaning supplies, a vacuum cleaner, etc. Be sure staff knows who to contact with questions (i.e. Greening Coordinators or designated clean-out volunteer staff)
  - **Remember to Reuse:** BEFORE being recycled or trashed, “Gently worn” reusable office supplies should be kept separate and put in your agency’s Green Room.

- **Recycling Bins:**

- Unless another location has been specified, an **Office Paper Recycling bin** and a **Trash bin** will be automatically placed in or near the freight elevator areas closest to your location between the hours of 8:00 a.m. and 3:30 p.m. (assuming that you've reserved the bins in advance from Facilities Management). Both collection bins will look the same so you will need to put a designated sign on each bin so people know what materials go into which bin. *Note: Printable signs for a wide variety of reusable and recyclable items generated in clean-outs are listed at [www.IN.gov/greening](http://www.IN.gov/greening), on the "Greening Details" tab ... just scroll down to the "Clean Your Files Days" section, print off the signs you need, and tape them to the correct collection bin.*
- **Office Paper Recycling bin:** One larger open-top wheeled bin is specifically for the usual mix of office paper that is recycled. Although paperclips and staples can go into recycling bins, other items like the easily-removed plastic spiral bindings on bound documents, should be separated from your paper and sent to Central Printing for reuse. The paper inside the document can then go in the correct recycling bin.
- **Trash:** The other larger open-top wheeled bin is for remaining trash ONLY.

Additional Items to Recycle:

- **Recyclable Newspaper / Magazines / Chipboard:** A few days prior to your clean-up, locate a green, flip-top wheeled bin that is normally in the common areas of your office. The green bin is for recycling of newspaper / magazines / chipboard. Ask Facilities Management to empty this bin so it can be used to collect magazines and newspapers on the clean-up day. After the clean-up is over, put the green bin back in its usual location.
- **Corrugated Boxes and Hardback Books** go in the freight elevator areas.
- **Refer to available Signs for other less frequently collected items.**

⇒ Stay close-by the collection bins to help people to sort materials correctly (or find a volunteer to help with this part). Otherwise, spot-check the gray bins to be sure materials are sorted correctly. Thank people for their participation, and give out "*Thanks, today YOU made a Difference*" cards. Be sure to call Facilities Management at 232-3156 as bins get close to being full to request emptying full bins.

5. **After the Event:**

- Be sure to THANK everyone who participated.
- Let people know about the "new" items available in the Green Room!
- If you tracked numbers of carts that were recycled, share that info. On average, one full grey cart of office paper is one cubic yard of material, weighing approximately 350 pounds.
- Share the news of your contest winners and a few photos if you took those.
- Enjoy your Clean (and Green) space!

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If you have ??? : contact the Greening the Government Program at 317-232-7658 or email to [jfox@idoa.IN.gov](mailto:jfox@idoa.IN.gov). Thanks for doing your part to keep Indiana Green!